

Syllabus for LIB-4950

LIBERAL ARTS CAPSTONE - HUMANITIES

COURSE DESCRIPTION

The Liberal Arts Capstone provides students with the opportunity to summarize, synthesize, and build upon course work in their undergraduate major area, resulting in a substantial research project and oral presentation. Students in this course will demonstrate their achievement of learning outcomes associated with their major area of study as well as the general outcomes of the Bachelor of Arts degree.

COURSE TOPICS

- Development of a focused topic
- Organizing ideas to investigate a project topic
- Research strategies and finding credible sources
- Survey of relevant literature in the field
- Summary, analysis, and presentation of the research
- Articulation of final research conclusions

COURSE OBJECTIVES

After completing this course, students should be able to:

- CO 1** Develop a research project utilizing applicable concepts in their area of study.
- CO 2** Apply appropriate research strategies to the investigation of the project topic.
- CO 3** Evaluate and synthesize evidence from credible sources to reach a reasonable conclusion.
- CO 4** Demonstrate appropriate academic rigor by uniformly applying citation styles (MLA or APA) and applying appropriate ethical research practices.
- CO 5** Use Standard English to produce a well-developed written paper and oral presentation.

COURSE MATERIALS

You will need the following materials to complete your coursework. Some course materials may be free, open source, or available from other providers. You can access free or open-source materials by clicking the links provided below or in the module details documents. To purchase course materials, please visit the [University's textbook supplier](#).

Required Textbook

- Lester, J. D., & Lester, J. D., Jr. (2018). *Writing research papers: A complete guide* (16th ed.). New York, NY: Pearson. [VitalSource](#)
e-book ISBN: 978-0134519029
Print ISBN-13: 978-0134519029

COURSE STRUCTURE

Liberal Arts Capstone is a three-credit, online course consisting of **six** modules. Modules include an overview, topics, learning objectives, study materials, and activities. Module titles are listed below.

- **Module 1: Capstone Topic Selection**
Course objectives covered in this module: CO 1, CO 3, CO 5
- **Module 2: Organization and Research Strategies**
Course objectives covered in this module: CO 2, CO 4
- **Module 3: A Review of the Literature**
Course objectives covered in this module: CO 2, CO 3, CO 4
- **Module 4: Discussions and Conclusions**
Course objectives covered in this module: CO 3, CO 5
- **Module 5: Academic Research Presentation**
Course objectives covered in this module: CO 2, CO 3, CO 4
- **Module 6: Finalizing and Submitting the Capstone Project**
Course objectives covered in this module: CO 3, CO 4, CO 5

ASSESSMENT METHODS

For your formal work in the course, you are required to participate in online discussion forums, complete written assignments, complete the E-Proficiency Profile, complete the ETS Major Field Test or Written Communication Assessment (non-MFT majors only), and complete a two-part capstone project. See below for details.

Consult the Course Calendar for due dates.

Promoting Originality

One or more of your course activities may utilize a tool designed to promote original work and evaluate your submissions for plagiarism. More information about this tool is available in [this document](#).



Discussion Forums

In addition to an ungraded Introductions Forum, you are required to participate in **five** graded online class discussions.

Communication with your mentor and among fellow students is a critical component of online learning. Participation in online class discussions involves two distinct activities: an initial response to a discussion question and at least two subsequent comments on classmates' responses.

All of these responses must be substantial. Meaningful participation is relevant to the content, adds value, and advances the discussion. Comments such as "I agree" and "ditto" are not considered value-adding participation. Therefore, when you agree or disagree with a classmate or your mentor, state *and support* your position.

You will be evaluated on the quality and quantity of your participation, including your use of relevant course information to support your point of view and your awareness of and responses to the postings of your classmates. Remember, these are discussions: responses and comments should be properly proofread and edited, mature, and respectful.

Consult the Course Calendar for due dates.



Written Assignments

You are required to complete **four** written assignments. The written assignments are on a variety of topics associated with the course modules. Each module outlined in the course is designed to help you develop the sections of your capstone project. For specific details consult the individual course modules. Consult the Course Calendar for due dates.



E-Proficiency Profile

This course requires that you complete an assessment called the E-Proficiency Profile. This test, offered through Territorium, measures general academic knowledge and skills in the core areas of reading, mathematics, writing, and critical thinking. It is a widely accepted standardized assessment tool that will provide the University with important data to assess its overall quality and effectiveness in meeting the general education needs of our students. It serves as a valuable tool in helping us measure progress in achieving established learning goals and evaluate the effectiveness of our programs.

The E-Proficiency Profile is administered in a non-proctored, online format. It should take you no longer than 45 minutes to complete. Your individual score will not be recorded, but you will receive a certain percentage of your overall grade (see Syllabus for details) for completing the assessment. Consult the course Calendar for the due dates for taking this test.

Please use the following link that explains the steps involved in taking the exam, including the system checks that must be completed prior to taking the exam: [E-Proficiency Profile Instructions](#). *Please read all instructions prior to taking the exam and allow extra time to complete the system checks.*

To receive credit for completing the E-Proficiency Profile, submit your score report as the E-Proficiency Profile assignment. Your mentor will verify your participation and will give you credit for it. Upon completing the test, you will receive a confirmation email from Territorium. Retain this email for your records as verification that you completed the test.



ETS® Major Field Test or Written Communication Assessment

Depending on your major, you must complete either a Major Field Test **or** a Written Communication Assessment. [Major Field Tests](#) are offered for select majors to evaluate knowledge of material in that major. If you are taking a Major Field Test, you must submit a PDF of your score report in order to receive credit for the course. If your major does not have a Major Field Test, you will instead complete a Written Communication Assessment that will measure specific college-level writing skills. You do not need to study to prepare for these assessments, but they carry weight in the course and must be completed.

For more information, and to complete either the Major Field Test **or** the Written Communication Assessment, refer to these assessments in Moodle.

Consult the Course Calendar for due dates.



Capstone Project

This capstone project requires you to summarize, synthesize, and build upon course work in your undergraduate major area, resulting in a substantial research project. The entire course is designed as a step-by-step process in the formulation of a two-part capstone project consisting of an academic research paper and oral presentation. By completing this project, you will demonstrate your achievement of the learning outcomes associated with the Bachelor of Arts degree.

Please reference the Capstone Project section of the course website for full details and requirements. Consult the Course Calendar for due dates.

GRADING AND EVALUATION

Your grade in the course will be determined as follows:

- **Online discussions (5)**—20%
- **Written assignments (4)**—30%
- **ETS Major Field Test or Written Communication Assessment**—10%
- **E-Proficiency Profile**—5%
- **Capstone project (2 parts)**—35%
 - **Academic research paper**—25%
 - **Oral presentation**—10%

Note: You must submit all assigned course work to receive credit for this course. If you do not submit all assigned course work, you will receive an incomplete.

All activities will receive a numerical grade of 0–100. You will receive a score of 0 for any work not submitted. Your final grade in the course will be a letter grade. Letter grade equivalents for numerical grades are as follows:

A	= 93–100	C+	= 78–79
A–	= 90–92	C	= 73–77
B+	= 88–89	C–	= 70–72
B	= 83–87	D	= 60–69
B–	= 80–82	F	= Below 60

To receive credit for the course, you must earn a letter grade of C or better (for an area of study course) or D or better (for a course not in your area of study), based on the weighted average of all assigned course work (e.g., exams, assignments, discussion postings).

STRATEGIES FOR SUCCESS

First Steps to Success

To succeed in this course, take the following first steps:

- Read carefully the entire Syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.
- Take time to read the entire Online Student Handbook. The Handbook answers many questions about how to proceed through the course, how to schedule exams, and how to get the most from your educational experience at Thomas Edison State University.
- Arrange to take your examination(s) by following the instructions in this Syllabus and the Online Student Handbook.
- Familiarize yourself with the learning management systems environment—how to navigate it and what the various course areas contain. If you know what to expect as you navigate the course, you can better pace yourself and complete the work on time.
- If you are not familiar with web-based learning, be sure to review the processes for posting

responses online and submitting assignments before class begins.

Study Tips

Consider the following study tips for success:

- To stay on track throughout the course, begin each week by consulting the Course Calendar. The Course Calendar provides an overview of the course and indicates due dates for submitting assignments, posting discussions, and submitting the final project.
- Check Announcements regularly for new course information.

Using AI Ethically: A Guide for TESU Students

TESU's [Academic Code of Conduct](#) permits student AI use in support of their writing and research process--not as a replacement for original writing. Document AI use with an acknowledgment statement at the end of each assignment, noting the tools and prompts used. Cite any AI-generated content on the References page. Please review [Using AI Ethically: A Guide for TESU Students](#) for more detailed information.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Thomas Edison State University recognizes, values, and relies upon the diversity of our community. We strive to provide equitable, inclusive learning experiences that embrace our students' backgrounds, identities, experiences, abilities, and expertise.

ACCESSIBILITY AND ACCOMMODATIONS

Thomas Edison State University adheres to the Americans with Disabilities Act (ADA, 1990; ADAAA, 2008) and Section 504 of the Rehabilitation Act of 1973. The Office of Student Accessibility Services (OSAS) oversees requests for academic accommodations related to disabilities; a student who is pregnant, postpartum, or a student parenting a newborn who is not the birth parent [as covered under NJSA18A]; and students requesting academic accommodation for a short-term/temporary illness and/or injury. Information can be found on the [Office of Student Accessibility Services](#) webpage and questions can be sent to ADA@tesu.edu.

ACADEMIC POLICIES

To ensure success in all your academic endeavors and coursework at Thomas Edison State University, familiarize yourself with all administrative and academic policies including those related to academic

integrity, course late submissions, course extensions, and grading policies.

For more, see:

- [University-wide policies](#)
- [Undergraduate academic policies](#)
- [Undergraduate course policies](#)
- [Graduate academic policies](#)
- [Graduate course policies](#)
- [Nursing student policies](#)
- [Nursing graduate student policies](#)
- [International student policies](#)
- [Academic code of conduct](#)